

**COMHELTACWINGPAC  
QUALITY ASSURANCE  
OJT SYLLABUS**

**Name:** \_\_\_\_\_ **Rate:** \_\_\_\_\_

1. Prerequisite to final certification is supervisor confidence gained through satisfactory task performance. Satisfactory task performance shall be monitored and documented on the individual's OJT syllabus.

2. Qualification entries will be made when an individual is considered fully qualified to perform tasks without supervision. Work center supervisors have qualification certification authority.

3. Qualification, once achieved, is considered current until:

- a. qualification is removed for cause by command
- b. individual transfers to another unit.

4. Entries shall have the qualifier's initials and dates; at no time will vertical lines be used between initials and dates. The work center supervisor's initials and dates are mandatory.

5. This syllabus is used to document OJT leading to job task qualification by the work center supervisor. OJT events shall be documented for all related tasks until the trainee is qualified. The work center supervisor may sign off qualification when satisfied the trainee is fully qualified to perform tasks without supervision. This may be accomplished after only one OJT event or it may require many; the decision rests with the work center supervisor. This OJT syllabus is to be maintained in a centralized location accessible to the trainee at all times. Once completed, this form will be filed on the Right Side, Section 3, of the Qualification/Certification Record. When designated as a CDI, CDQAR, or QAR, this form will be filed in the Certification/Designation section of the Qualification/Certification Record (Left Side) behind the Designation form.

6. The work center supervisor is responsible and accountable for reviewing any member's previous OJT. The work center LPO may conduct a proficiency review with the member. Signature of work center LPO below states that all previous OJT Skill Certifications were reviewed.

Legible Signature of Work Center LPO: \_\_\_\_\_  
Date: \_\_\_\_\_

OJT/Instructor/Supervisor Sign off Key (print name then sign your initials):

Name: _____	Initials: _____	Name: _____	Initials: _____
Name: _____	Initials: _____	Name: _____	Initials: _____
Name: _____	Initials: _____	Name: _____	Initials: _____

OJT TASK:	QUALIFIER	DATE	W/C SUP	DATE
<b>DUTIES AND RESPONSIBILITIES:</b>				
Discuss the concept of QA				
Discuss the purpose of CDI's				
Discuss the purpose of CDQAR's				
Discuss the purpose of QAR's				
<b>DEMONSTRATE THE USE OF THE FOLLOWING:</b>				
IETM's				
MIM's				
MRC's				
IPB's				
Perform Check Flight Debrief				
<b>NAVAL AIR MAINTENANCE DISCREPANCY REPORTING PROGRAM (NAMDRP) :</b>				
Discuss criteria for an HMR				
Discuss a CAT I QDR				
Initiate a CAT I QDR				
Discuss a CAT II QDR				
Initiate a CAT II QDR				
Discuss an EI				
Initiate an EI				
Discuss a CAT I TPDR				
Initiate a CAT I TPDR				
Discuss a CAT II TPDR				
Initiate a CAT II TPDR				
Discuss a Combined Report				
Initiate a Combined Report				
Discuss an ADR				
Initiate an ADR				
<b>NAVAL AIRBORNE WEAPONS MAINTENANCE PROGRAM (AWCAP) :</b>				
Discuss the EMR/EIR				
Initiate an EMR/EIR				
Discuss the CODR/EIR				
Initiate a CODR/EIR				
Discuss the EMR				
Initiate an EMR				
Discuss the CODR				
Initiate a CODR				
Discuss a PQDR CAT I and II				
Initiate a PQDR CAT I and II				
<b>SAFETY CONSIDERATIONS:</b>				
Monitor Hangar Deck Maintenance				
Monitor Flight Deck Maintenance				
<b>QA AUDIT AND INSPECTION PROGRAM:</b>				
Discuss QA Managed Programs				
Discuss QA Monitored Programs				
Discuss the purpose of QA Audits				
Discuss the types of Audits				
<b>PERFORM PROGRAM AUDITS ON THE FOLLOWING:</b>				
Maintenance Control (020)				

OJT TASK:	QUALIFIER	DATE	W/C SUP	DATE
Logs and Records (021)				
Data Analyst (NALCOMIS)				
Material Control (050)				
Tool Room (05D)				
Any production Work Center: ie: 110, 120, etc.				
<b>PERFORM AN AUDIT ON THE FOLLOWING:</b>				
Maintenance Training				
Fuel Surveillance				
Navy Oil Analysis (NOAP)				
Hydraulic Contamination Control				
Tire and Wheel Maintenance Safety				
Quality Assurance Audit				
Maintenance Department/Division Safety				
Naval Aviation Maint. Discrepancy Reporting (NAMDRP)				
Foreign Object Damage (FOD)				
Tool Control Program				
Corrosion Prevention and Control				
Plane Captain Qualification				
Support Equipment Operator Training and Licensing				
Support Equipment Planned Maintenance System				
Technical Publication Library				
Naval Aviation Metrology and Calibration				
Nondestructive Inspection (NDI)				
Hazardous Material Control and Management				
Electrostatic Discharge				
Technical Directive (TD) Compliance				
Phase Maintenance				
Vibration Analysis				
Battery Maintenance Safety				
Explosive Handling Personnel Qualification/Certification				
Oil Consumption				
SE Misuse/Abuse				
<b>PERFORM THE FOLLOWING:</b>				
P/C Spot Check				
CDI Spot Checks				
In-process Inspection				
Final Inspection				
Receiving or Screening Inspection				
<b>ADMINISTRATION:</b>				
Review incoming TD's				
Review incoming publications				
Review incoming IETM changes				
Review ERACS/BERACS for IETM's				

<b>OJT TASK:</b>	<b>QUALIFIER</b>	<b>DATE</b>	<b>W/C SUP</b>	<b>DATE</b>
Review AMMTO's				
Review WINGTIPS				
Review NAMPSOP'S				
Discuss AD HOC				
Build AD HOC query				
Review Squadron, CHTWP and CNAP Instructions				
Review candidate's paperwork for PC/CDI/CDQAR/QAR for accuracy and completion before routing through Chain of Command				